



ASHTAVAIDYAN THAIKATTU MOOSS
VAIDYARATNAM
Since 1941



NEWSLETTER

HAPPY
NEW
YEAR

Vol : 13 I January 2024

Message from Executive Director



Dr.E.T.Yadu Narayanan Mooss

Dear Vaidyaratnam Team,

Welcome to another edition of our newsletter! As we step into a new phase of innovation and growth, I'm excited to share insights that will elevate our collective journey toward a more efficient and dynamic workplace.

At Vaidyaratnam, we're committed to staying ahead by harnessing the potential of cutting-edge technologies. Today, I urge each of you to explore and harness the power of AI tools,



such as ChatGPT and other AI-driven solutions. These tools aren't just innovations; they're integral in revolutionizing how we operate and collaborate.

AI tools like ChatGPT offer incredible possibilities to enhance communication, automate tasks, and facilitate problem-solving. By familiarizing ourselves with these tools, we empower ourselves to streamline workflows, spark creativity, and drive productivity to new heights.

Moreover, alongside embracing AI tools, we are advocating for a culture of performance-driven excellence. It's about setting higher standards for ourselves, seeking continual improvement, and driving results that not only meet but exceed expectations.

We encourage every team member to align with our performance-driven ethos, where dedication, innovation, and efficiency are the pillars of success. Let's embody this culture by setting ambitious yet achievable goals, supporting each other's growth, and celebrating milestones reached through hard work and collaboration.

Thank you for your ongoing dedication and commitment to embracing advancements that propel us toward greater success. Here's to a future where AI tools and a performance-driven culture propel us to new heights!



Spreading goodness of Ayurveda yearlong



The dedicated team at Chuvannamannu unit has successfully completed the planting of saplings corresponding to each month on the Vaidyaratnam calendar. Kudos to the entire team for their commitment to fostering a healthier & greener future



Vaidyaratnam Excels at Global Ayurveda Fest : Receives Best Stall Award



In a momentous occasion, the esteemed Ayush Secretary, Shri Rajesh D Kotecha, inaugurated the Vaidyaratnam stall at the Global Ayurveda Fest.



Adding to the celebration, Vaidyaratnam received the "Best Stall Award". It's a recognition to the aesthetic appeal of the stall as well as Vaidyaratnam's dedication to presenting Ayurveda in a visually captivating manner.

Vaidyaratnam's Festive Spectacle: A Christmas Recap



Christmas celebrations echoed through every nook and corner of Vaidyaratnam! The offices got a magical makeover with stars, balloons, and Christmas trees. The festive spirit came alive with Santa's merry presence, and the employees dressed in vibrant red attire set the festive tone. The halls of Vaidyaratnam echoed with festive joy as everybody came together to celebrate the magic of Christmas across all our units.



Vaidyaratnam Ayurveda Foundation

Festive Spectacle:



Vaidyaratnam Ayurveda Reasech Institute



Vaidyaratnam FG Godown



Mr.Pradeep Nair, Chief Executive Officer along with Mr.Prasanth M, Exports Manager, Dr.Sudeesh Kumar S, Medical Superintendent with Governor of Srilanka

Birthday celebration at Vaidyaratnam Nursing Home



Vaidyaratnam's Smash Hit : Employees Score Big in Round I of Badminton



Vaidyaratnam recently hosted a badminton tournament that brought employees from different units onto the court. A total of 30 teams battled it out in the first round, creating an atmosphere of competition and sportsmanship. After an intense initial round, 15 teams earned their well deserved spots in the next round of the tournament. As the tournament progresses, anticipation builds for the crowning of the ultimate badminton champions within the Vaidyaratnam family.

New joinees



Dipankar Dasgupta
Sr Manager Sales East



Veerabhadra Javali
FSO Belgaum



Albin
Sales co-ordinator ,VOS , Tky



Aravind
FSO, Pimpri Chinchad



M R Rajeevkumar
FSO Nagercoil



Muthu
Production Supervisor Pollachi



New joinees



Naveen Krishnan K
Pharmacist VARI



Sabarinathan M
Jr Technician Pollachi



Vaisakh K Gopi
Machine Operator



Vanitha B
Store Incharge, Pollachi



New Amballoor Depot inauguration ceremony

Performance Management System (FAQ)



1. What is Performance Appraisal?

A performance appraisal system manages the employee performance process of an organization to evaluate the job performance of a team. It includes capturing qualitative and quantitative feedback and turning them into actionable insights.

2. What are the Manager's responsibilities in the PMS implementation process

In the PMS implementation phase, a manager's responsibilities typically include:

- Setting clear and achievable performance goals for their team members.
- Communicating performance expectations and standards to employees and guide them to achieve their set goals
- Managers must let employees know that the employees' outstanding performance is noticed by reinforcing effective behaviours and progress toward goals also, Managers should provide feedback regarding negative performance and how to remedy the observed problem.

3. What are the employees's responsibilities in the Performance assessment phase?

Employees are responsible for reviewing and agreeing to the standards and objectives listed on their performance agreement.

If an employee does not fully understand an objective or standard, it is his/her responsibility to make their uncertainty known and seek



out the necessary clarification from the concerned Department Heads or the Human Resource Department.

4. What are the employee's responsibilities for PMS implementation?

Make Plans and follow through to meet the requirements of your job duties and behaviors. Periodically throughout the year, ask the supervisor for feedback on your performance. Consider the feedback you receive to be suggestions for improvement and development of new skills.

5. What can a Manager do to create the conditions that motivate?

A Manager can motivate his/her employees by doing the following:

- Make your department a pleasant place to work.
- Be a respectful, honest and supportive Manager.
- Offer employee rewards.
- Give them room to grow.
- Share positive feedback.
- Be transparent.
- Offer flexible scheduling.

6. Should I go over the Employee's appraisal with my Manager before I review it with the Individual

Yes, Reviewing your performance appraisal of a subordinate before you hold the appraisal review discussion with that person is a very wise thing to do so.

————— **Kavya Krishnan**
HR Department

Sabash !!!!



A token of appreciation for Mr. Anoop K M, Asst Manager HR for the identification & implementation of MSME scheme for the reimbursement of patent registration costs up to Rs. 1 lakh

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